

RECORDS CENTER MONTHLY STATISTICAL SUMMARY

December 1963

ACCESSIONING, DISPOSITION, HOLDINGS

ACTIVITY (Items 2 through 14 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	41	342	
2. RECORDS ACCESSIONED	230	3,676	85,963
3. RECORDS DISPOSED OF AT CENTER	131	955	12,836
4. RECORDS TRANSFERRED FROM CENTER	33	1,275	20,568
5. RECORDS HOLDINGS	52,559		
6. DISTRIBUTION MATERIAL RECEIVED	220	1,880	46,587
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	976	1,794	14,891
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	112	1,425	10,778
9. DISTRIBUTION MATERIAL HOLDINGS	20,918		
10. VITAL MATERIALS RECEIVED	123	696	9,920
11. VITAL MATERIALS DISPOSED OF AT CENTER	31	289	1,645
12. VITAL MATERIALS TRANSFERRED FROM CENTER	0	123	514
13. VITAL MATERIALS HOLDINGS	7,761		
14. TOTAL HOLDINGS	81,238		

REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
15. RECORD DOCUMENTS LOANED	3,385	28,174	308,531
16. INFORMATIONAL REQUESTS	747	3,502	12,705
17. INFORMATION REPORTS	34	519	
18. INTELLIGENCE REPORTS			
19. VITAL MATERIALS	718	2,066	
20. TOTAL	9,543	131,920	
21. NO. OF PAGES REPRODUCED	73	1,561	

MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	
22. INTELLIGENCE REPORTS			
A. INITIAL RECEIPT			
B. RETURNS			
23. ADMINISTRATIVE ISSUANCES	2,430	11,655	
24. VITAL MATERIALS	1,986	14,932	
25. TOTAL	98,356	896,393	

SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD	
26. TOTAL CAPACITY	90,660	
27. UTILIZED	81,238	
28. COMMITTED	713	
29. AVAILABLE	8,709	

Narrative Supplement to the Records Center Monthly Statistical Summary for
December 1963

1. During the month the Archives and Records Center accessioned 573 cubic feet of records, made disposition on 1,283 cubic feet, causing a net loss of 710 cubic feet in the total holdings which is now 81,238 cubic feet.

2. There were 9,543 reference items pulled and forwarded to requestors. One large request for 1,025 Intelligence Documents was filled for the Department of the Army.

3. Ninety-four medical folders were pulled and forwarded to the Medical Staff for a special research project.

4. It was necessary to make a special delivery of motion picture film after hours to Graphic Registry. GR had to make still pictures from this film for the Director.

5. The Archives and Records Center has completed its first preliminary inventory of Agency predecessor records. Copies of this inventory have been forwarded to appropriate Agency officials.

6. Four members of the Office of Security were given a briefing and tour of the Archives and Records Center.

25X1 7. [] received an award from the Agency Suggestion Awards Staff for a suggestion that saved several components of the Agency money and manpower.

25X1

[]

25X1 9. [] successfully completed the Intelligence Orientation Course at Headquarters.